Activity 1.1; Management Structure & Plan, Quality Handbook

Project Title	FoodShift Pathways
Project number	2022-1-SE01-KA220-SCH-000089962
Starting Date	September 2022
Duration	3 months

Co-funded by the European Union

FOODSHIFT Pathways

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

Project Title	FoodShift Pathways
Contract Number	KA220-SCH - Cooperation partnerships in school education
Work Package	WP1 Project Management
Deliverable	Activity 1.1
Task(s)	[1.1]
Document Name	Management Structure & Plan, Quality Handbook
Due Date	November 2022
Submission Date	November 2022
Dissemination Level	[X] P – Public [ ] CO – Confidential
Lead Beneficiary	KAROLINSKA INSTITUTET
Contributors	ALL
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Reviewers	ALL
Status	Final
Keywords	Management, Quality assurance, Process evaluation

Executive Summary

The Erasmus+ project FoodSHIFT Pathways, Work Package 1 on 'Project Management' is meant to address the project management structure and all relevant project management procedures.

This report starts with a summary of the projects aim and scope, describing the projects deliverables, lifecycle and initiaiton. This is followed by the Project Management plan with purposes including outlining the project's execution, monitoring, and protection, establishing roles and responsibilities, addressing complexities and risks, and specifying project participants and procedures. The quality assurance of the project will be based on both qualitative and quantitative indicators for project planning, monitoring and milestones. Meetings will be held as opportunities to evaluate the progress and propose any corrective actions.

The project risk management is an ongoing process involving risk identification, analysis of triggering factors, mitigation actions and early warning indicators. Work Package Leaders are responsible for identifying and monitoring risks withing their specific work packages, updating them as needed. The consortium prioritizes problem prevention, aiming to address issues at the lowest possible level.

Finally, the procedures for documentation and publishing are described to support a fair and transparent procedure for the submission of the deliverables. The internal communication is mainly based on a mailing list, meetings, and a website to share the deliverables and the progress. The external communication is based on social media channels and the website FoodSHIFT Pathways.

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1 Introduction

1.1 Scope

This deliverable presents the project management structure (meetings, etc) and all relevant project management procedures (reporting, escalation process, gap process etc). The FoodShift Pathways Quality Handbook is an **evolving document**, and updates may be distributed in the form of revised versions.

1.2 Audience

This report is addressed to all the consortium partners.

1.3 Structure

Chapter 1*:* Contains an overview of this document, providing the scope and its structure.

Chapter 2: Provides a short overview of the project's aim and scope.

Chapter 3*:* Analyses the project management structure and activities.

Chapter 4*:* Describes the procedures of the project (file naming, deliverables review, etc).

2 Project Overview

2.1 Project justification

The current food system (FS) in Europe is responsible for 30% of global greenhouse gas emissions that can be attributed to factors such as the production of animal-based food, food loss, and waste. I parallel, diets rich in red meat, sugar, and saturated fats have been linked to numerous non-communicable diseases (e.g., cardiometabolic and endocrinological in nature), which collectively account for more than 70% of all fatalities in Europe. To mitigate greenhouse gas emissions and advance public health, it is imperative to pivot toward a more sustainable and healhty approach to food production and consumption.

To achieve this, education is the obvious vessel for raising awareness and empowering children and adolescents to recognise the vital role of sustainable and healthy diets as part of everyone's lifestyle. The schools, being the main educational mediator, are central to this thinking and are also excellent hubs for engaging local and international communities. There is, however, a notable deficiency in the competencies of both teachers and students, as well as in the current curricula across EU countries that are strong barriers for the incorporation of sustainable and healthy food systems in current education.

The FoodSHIFT Pathways initiative seeks to foster innovative thinking as a means of unlocking strategies that can support the development of a sustainable and healthy food systems (SHFSystems) through the improvement of educational processes in schools. The primary outcome of this endeavor will be a collection of best practices enriched with interactive videos and digital storytelling techniques, which will serve as compelling case studies for schools to explore. By offering relevant training programs, designed to facilitate the transition toward more SHFSystems, this project is poised to generate vital knowledge that extends beyond specific cases and bolsters the sustainable competences (SCs) of teachers and students alike.

2.2 Project objectives

The objectives of the project are:

- To introduce an innovative pedagogical design based on a student-driven process with the involvement of key FS stakeholders (researchers, local actors).
- To support teachers/students SC development by adopting a bottom-up approach and by offering teachers numerous, easy-to-use interactive tools.
- To develop and provide an effective training programme linked to the GreenComp framework[1] for a transition to more SFS and consequently environment.
- To involve school communities from six EU countries in an interactive approach with SHFSystems becoming part of educational processes. Schools will be transformed to hubs of innovation for their local communities, and students will act as agents of change for their own lives, as well as for their communities.
- To develop a validation framework that will test the efficiency and the efficacy of the FoodSHIFT Pathways to foster students' SC, foremost overarching dedication to leading sustainable lives (environmental attitude) and their actual sustainable engagement (manifest behaviour).

2.3 Project deliverables

The workpackages are summaries in table 1. The activites are listed in table 2.

***Table 1**. FoodSHIFT Pathways Workpackages*

Workpackage number	Leaders	Workpackage title	Start	End
WP1	KI	Project Management	1	36
WP2	SUS	State of the Art & Pedagogical Design	1	11
WP3	MK	Training Framework	1	12
WP4	EA	Training Implementation & Toolkit	13	36
WP5	KI	Validation Methodology and Lessons Learnt	7	36

[1] Bianchi, G., Pisiotis, U. And Gabrera Giraldez, M., GreenComp The European sustainability competence framework, Punie, Y. And Bacigalupo, M. editor(s), EUR 30955 EN, Publications Office of the European Union, Luxembourg, 2022, ISBN 978-92-76-46485-3

Table 2. *FoodSHIFT Pathways Activities*

Activities	Leaders	Due Date	Title	Nature
A1.1	KI		Management Structure & Plan, Quality handbook	R
A1.2	KI		Quality Assurance and Control	R
A1.3	KI		Risk Management	R
A1.4	KI		Project Meetings and Internal Communication	R
A1.5	KI		Interim Report	R
A1.6	KI		Final Report	R
A2.1	SUS		Need Analysis	R
A2.2	SUS		Harmonising with European Policies	R
A2.3	SUS		Key Features of the Sustainability Competence	R
A2.4	EA		Pedagogical Design	R
A3.1	MK		Storyboard design	S
A3.2	MK		Interactive videos production	S
A3.3	MK		Translation and localisation of the interactive videos	S
A3.4	IAAC		Content enrichment strategy	R
A3.5	EA		Trainee´s Guide (2 versions)	R
A3.6	CVIVA		Initial Open Learning Scenarios	S
A4.1	CVIVA		Piloting (Development of User Generated Open Learning Scenarios)	E
A4.2	EA		Webinars and Teachers Support	E
A4.3	EA		FoodSHIFT Pathways Toolkit	S
A5.1	KI		Quality Assurance & Validation Plan	R
A5.2	KI		Integrated Validation Report from Phase A	R
A5.3	KI		Integrated Validation Report from Phase B	R
A5.4	KI		Overall Validation Report	R
A5.5	EA		FoodSHIFT Pathways Guide of Good Practice	R

Activity	Leader	Due Date	Title	Natur
A1.1	KI	November 2022	Management Structure & Plan, Quality handbook	R
A1.2	KI	August 2025	Quality Assurance and Control	R
A1.3	KI	August 2025	Risk Management	R
A1.4	KI	August 2025	Project Meetings and Internal Communication	R
A1.5	KI	Februrary 2024	Interim Report	R
A1.6	KI	August 2025	Final Report	R
A2.1	SUS	February 2023	Need Analysis	R
A2.2	SUS	February 2023	Harmonising with European Policies	R
A2.3	SUS	February 2023	Key Features of the Sustainability Competence	R
A2.4	EA	July 2023	Pedagogical Design	R
A3.1	MK	February 2023	Storyboard design	S
A3.2	MK	August 2023	Interactive videos production	S
A3.3	MK	August 2023	Translation and localisation of the interactive videos	S
A3.4	IAAC	August 2023	Content enrichment strategy	R
A3.5	EA	August 2023	Trainee´s Guide (2 versions)	R
A3.6	CVIVA	August 2023	Initial Open Learning Scenarios	S
A4.1	CVIVA	May 2024&2025	Piloting (Development of User Generated Open Learning Scenarios)	E
A4.2	EA	May 2024&2025	Webinars and Teachers Support	E
A4.3	EA	August 2025	FoodSHIFT Pathways Toolkit	S
A5.1	KI	August 2023	Quality Assurance & Validation Plan	R
A5.2	KI	July 2024	Integrated Validation Report from Phase A	R
A5.3	KI	July 2025	Integrated Validation Report from Phase B	R
A5.4	KI	August 2025	Overall Validation Report	R
A5.5	EA	August 2025	FoodSHIFT Pathways Guide of Good Practice	R

Activity numbers indicate which work package (WP) delivers them.

Please indicate the nature of the deliverable using one of the following codes:

- R = Report
- S = Service/Product
- E = Event

2.4 Project lifecycle

The next figure gives an idea about how the project will be executed, including all the phases.

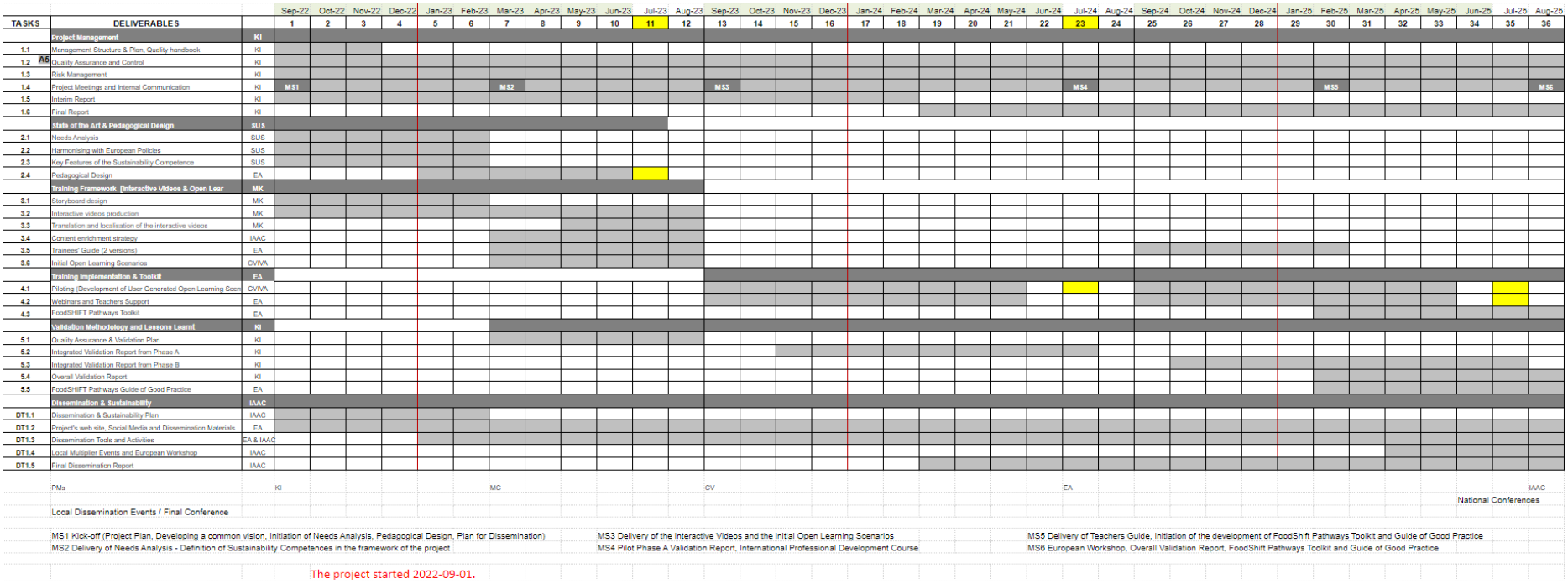

Figure 1. *FoodSHIFT Pathways deliverables Gantt chart*

This project has received funding from the European Union Erasmus+ programme under grant agreement No 2022-1-SE01-KA220-SCH-000089962.

2.4 Project startup

The deliverables of the first 6 months of the project will be:

Table 3. *FoodSHIFT Pathways first 6 months activities*

Activity No	Activity title	Nature
A1.1	Management Structure & Plan, Quality Handbook	Report
A2.1	Needs analysis	Report
A2.2	Harmonising with European Policies	Report
A2.3	Key Features of the Sustainability Competences	Report
A3.1	Storyboard design	Service/product

Specifically, in more detail, the activity plan for the first 6 months period (September 2022 – February 2023) includes:

WP1: Project Management

Tasks descriptions A1.1 – Management Structure & Plan:

The project is based on principles of Total Quality Management where a Quality Handbook is developed for all the quality procedures to be documented.

Activities/Deadlines:

- KI: Management Structure and Plan
  - KI: Prepare the initial version of Management Structure and Plan
  - All: Comment initial version, and provide input
  - KI: Final version of Management Structure and Plan (**A1.1**) (***November 2022***)

WP2: State of the art & Pedagogical Design

Task description A2.1 – Teacher trainings Needs Analysis:

The Needs analysis will focus on identifying opportunities and challenges regarding the integration of sustainability and climate change interventions into the existing school curricula. The task consists of interviews in all six countries and desk research. Relevant stakeholders will give their input, through a questionnaire, on barriers and possible solutions on implementing SFS education. The desk research will be a curriculum review to understand the position of SFS education in the current education systems. The two activities will result in a report provided by SUSMETRO, with contributions from the other participating organisations.

This project has received funding from the European Union Erasmus+ programme under grant agreement No 2022-1-SE01-KA220-SCH-000089962.

Activities/Deadlines:

- All: Review of national curricula
- All: Collect answers to the questionnaire
- SUS: Needs analysis
  - SUS: Prepare the initial version of Needs analysis
  - All: Comment initial version, and provide input
  - SUS: Final version of Needs analysis (**A2.1**) (**February 2023**)

Task description A.2.1 – Harmonizing with European Policies:

Harmonizing with European Policies aims to address relevant policy frameworks that support the shift towards a more sustainable food system. The task consists of desk research, reviewing European policy development, and feedback from experts. This will result in a report provided by SUSMETRO, with contributions from the other participating organisations.

Activities/Deadlines:

- SUS: Review of European Policies
- SUS: Harmonizing with European Policies
  - SUS: Prepare the initial version of Harmonizing with European Policies
  - All: Comment initial version, and provide input
  - SUS: Final version of Harmonizing with European Policies (**A2.2**) (**February 2023**)

Task description A2.3 – Key Features of the Sustainability Competences:

This task consists of a desktop study, reviewing literature addressing SCs as input to the survey used in the Needs analysis. The purpose of this activity is to make sure that the approach of FoodsSHIFT Pathways is built on the existing knowledge base, while still letting the participants add other competences. This will result in a report provided by SUSMETRO, with contributions from the other participating organisations.

Activities/Deadlines:

- SUS: Review of literature addressing SC
- SUS: Analysis of data gathered among teachers and educational experts
- SUS: Key Features of the Sustainability Competences
  - SUS: Prepare the initial version of Key Features of the Sustainability Competences
  - All: Comment initial version, and provide input
  - SUS: Final version of Key Features of the Sustainability Competences (**A2.3**) (**February 2023**)

WP3: Training Framework

Task description A3.1 – Storyboard Design

The Storyboard Design will illustrate cases where innovative thinking makes the difference in designing the food system of the future. Different modules will be developed where each video have its overarching theme. The videos provide a dilemma that the students will work with, engaging students to move forward with practical assignments, reflections, and ideas. While the videos do no provide all the answers, they serve as presentations, source of inspiration, and the starting point on which the further teaching is based. The Storyboard Design will be provided by MK, with contributions from the other participating organisations. Storyboards will be by *dynamically changing documents*, especially in the period leading to the production of the final videos, as the needs and requirements for the videos are being finalised.

3 Project Management

3.1 Purpose of the Project Management Plan

The purposes of this Project Management Plan are:

- to outline the project's execution, measurements, monitoring, accounting, and protection during and after development,
- to establish roles and responsibilities, emphasizing the necessary skill sets to address the projects' complexities and risks,
- to demonstrate the process for identifying and reporting changes and problems,
- to clearly define the content, format, sign-off and review process, and responsibilities for each deliverable,
- to state all project participants, procedures, rules, and applicable methods.

In sort, this Project Plan provides a definition of the project, including goals and objectives.

The project plan provides the baseline against which to monitor project costs and project progress stage by stage. It identifies key deliverables, resource requirements, and control points.

3.2 Management Structure

The management structure aims to accomplish the following objectives:

- ensure a seamless and efficient communication among participants,
- guarantee accomplishment of the planned tasks,
- guarantee accomplishment of objectives and milestones of the project.

The management structure of the project is designed to optimize goal attainment and address any potential problems. The management team is composed by a **project coordinator** and **Work package (WP) leaders**.

Every WP will be coordinated by a leader, who will be responsible for coordinating activities, checking achievement of goals, and assuring the good information flow with the other WPs. In general, project management will be responsible for:

- Coordinate activities of the project.
- Management of legal, contractual, ethics, financial and administrative aspects of the consortium.

- Securing and management of the collaboration among consortium members.
- Insure effective communication with the Funder and all partners**.**

3.2.1 Project Coordinator

The consortium consists of six partners. The aspect of management is critical since the project brings together a multidisciplinary team working with a strict time schedule. An effective project management system requires effective decision-making, operational internal communication, development of solid work breakdown structures, schedules, costs and resource plans, effective administrative and technical control of the project.

Karolinska Insitutet (KI) will be the coordinator of the project. As a coordinator KI will lead the project management tasks (1.1; *Management Structure, Quality Handbook*, 1.2*; Quality Assurance & Control*, 1.3; *Risk Management*, 1.4; *Project Meetings & Internal Communication*, 1.5; *Interim Report*, and 1.6; *Final report*).

This includes:

- Standardise work procedures and documents.
- Coordinate and align the work between the WPs.
- Motivate, lead and guide partners in their works, ensuring effective communication among the partners.
- Control and refine the objectives of the project.
- Management of meeting agendas and its contents.
- Dispose of all deliverables by WP.
- Prepare required documentation and reports.
- Solve, with main responsible role, the possible conflicts among consortium partners.
- Convene and preside the project meetings.
- Assurance of timely delivery and quality of project results.
- Report to the Funder and all the partners.
- Oversee the overall project planning.

3.2.2 Project partners

Each project partner has to:

- Perform the work stated in the proposal on time.
- Participate actively in project decisions.
- Participate in the consortium meetings.
- Timely provide financial and activity reports to the project manager.
- Provide input on the results/deliverables:
    - Check that the deliverable fits with the objectives of the proposal.

- Check that the deliverable is complete and if it can be understood by a person not involved in the project.
- Suggest solutions to problems or discrepancies found.

- Report any problem to the steering committee immediately.

Table 4. *Partners of FoodSHIFT Pathways*

Legal name	Country
KAROLINSKA INSTITUTET (KI)	Sweden
SUSMETRO EU BV (SUS)	Netherlands
Carsten Meedom (MK)	Denmark
ELLINOGERMANIKI AGOGI SCHOLI PANAGEA SAVVA AE (EA)	Greece
INSTITUT D'ARQUITECTURA AVANCADA DE CATALUNYA (IAAC)	Spain
CIENCIA VIVA-AGENCIA NACIONAL PARA A CULTURA CIENTIFICA E TECNOLOGICA (CVIVA)	Portugal

3.3 Management activities

3.3.1 Quality assurance

Achieving high Quality across the project is the responsibility of all the partners in a waterfall type of project structure. The Coordinator is responsible for the Quality of the whole project, by exercising control and evaluating the outcomes of each WP. In turn, in each Work Package of FoodSHIFT Pathways, a Lead partner is responsible for the management and coordination of the related task (Table 2). The WP Leader will closely collaborate with the Leaders of each activity/task. In turn activity/task leaders will be coordinating the contributions made within the framework of the activity by the various partners involved, to ensure the best possible coordination of the various activities. When applicable, the WP leader will also be in close contact with the partners responsible for each deliverable, to ensure that each outcome will be delivered on time and in accordance with the Quality Assurance procedures.

The WP leader is responsible for:

- The successful completion of all the necessary tasks within the allocated time, expected quality and budget.
- To provide regular feedback to the Project Coordinator for inclusion in the corresponding report.
- To identify any escalating issues and risks to the Project Coordinator.
- To identify any opportunities to be exploited by the project.

A common document template, Appendix A, will be used for all the deliverables of the project to ensure quality of the deliverables (reports, specifications, demonstrators, etc.), but partners can introduce changes within reason to account for the needs and requirements for each of the specific tasks. As a rule, and due to the small size of the consortium, the quality of the deliverables will be reviewed by all the partners before delivery. WP leaders and the project coordinator will also review each delivery. This scheme can be modified in special circumstances, such as cases of non-availability of one of the partners, and only if the Project Coordinator deems that the quality requirements have been met by the specific delivery.

A pre-set list of Quality Criteria will be used for internal Quality Assurance of the deliverables. The present subsection proposes criteria, tools, and procedures for reviewing public deliverables within the project consortium. The review of a deliverable is informed by the following quality criteria:

Table 5. *Quality criteria for reviewing FoodSHIFT Pathways public deliverables (when relevant, e.g., Reports).*

Document structure	The document should be structured in a logical and organised fashion such as allowing for ease of reading and comprehension
Executive Summary	The document should include a one-page (approximately) summary of the main report contents, including a summarised version of the Activity outcomes
Methodology	The methodology used should be described in sufficient detail
Context	What the context is, who the stakeholders involved are, their role, etc. This should consider accessibility and inclusion issues (gender, age, visible minorities, etc.)
Internal and external coherence	Each document should be coherent – it should contain all the information necessary for clear comprehension and comply with other related documents to prevent contradiction
Results / outcomes	The report must elicit a series of results / outcomes. Whenever relevant, the implications of the reported results should be discussed
Conclusions and implications	The report must draw appropriate conclusions and recommendations.
References	The report should acknowledge the literature relative to the question being investigated. Any style of referencing is allowed if the information provided is sufficient for any reader to acquire a given reference.
Language	Every deliverable should be provided in English after being proofread. Any translation requirements of the approved project proposal must be respected. The quality of the translation and localisation is the responsibility of the local partners.
Format	Formatting of the document should comply with the official FoodSHIFT Pathways templates, whenever requested.

The above list of Quality Criteria should be used, when possible, to review the quality of all the Foodshift Pathways criteria, irrespective of the nature of the Reviewer (may it be the Coordinator or any other reviewing partner). Lapses in Quality should be communicated to the authors and the Coordinator.

3.3.2 Risk analysis and management

The risk management is an ongoing process involving:

- Risk identification, analysis of factors which may trigger the risks.
- Mitigating actions, analysis of actions which can avert the risks.
- Early warning mechanisms, monitoring indicators.

For specific WPs the leader is responsible for the determination of the possible risks that can affect the progress. The determination of the risks is taking place at the beginning of each WP. The WP leaders are also responsible for the continuous monitoring of the predetermine risk as well as for the update of them.

Organised periodic meetings for the duration of the project will be organised to evaluate risks and agreeing corrective actions if necessary. Monthly meetings will be held monthly online (e.g., using ZOOM or an equivalent digital platform) at pre-arranged workdays. Larger, more in-depth meetings will be held approximately every six months, physically, when possible, at one of the partner's premises. The scheduling of these meetings is arranged to coincide, when appropriate, with project milestones, so that technical project reviews can be included in the agenda. One representative from all the project partners is expected to participate in all pre-arranged meetings.

Table 6. *Risk analysis and management of FoodSHIFT Pathways*

Risks	Explanation / Mitigation method	
Management Risks	Possible risks	Possible ways for anticipation
Management of the consortium	**Not effective communication due to the multinational participants**, **late delivery of important data** from the partners etc. The large number of activities that have to be undertaken will be overcome with the composition of the consortium.	If a delay is identified, a **mitigation plan** will be agreed on with the responsible partner. The **roles and responsibilities** of each partner are already identified and will be continuously reviewed in order to **mitigate the risk of overlapping and implementation of the same activities** from two or more partners**.**
Human resources	**Inadequate human resources.**	All the participating organizations have assured that choose their best personnel to implement the relevant activities. All the participating organizations can change a member of their team with another person, in case of inability to continue, that will have the same abilities and skills.

Financial	Excess of the estimated budget.	The consortium and mainly the coordinator must review the budget issues through the project duration very carefully through the reporting system and the communication that will be established. If overspending is identified, a mitigation procedure will be defined.
Risk for the target groups		
Curriculum integration	Since all countries do not have FS topics in their curricula, the curriculum integration can be a risk.	This can be addressed by mapping SCs to existing curricula.
Lack of time and digital competences	Many teachers fear that they do not have enough resources, or digital competences. A fear of using the open educational resources (OERs) can also be an obstacle.	The time issue can be handled by providing ready-to-use scenarios. Guidance for teacher will be given to those who do not have ICT skills. Providing simple guidance regarding open licensing (e.g., CCs) can help with the fear of using OERs.

3.3.3 Conflict resolution procedures

The problem handling philosophy of the consortium is in the first place based on prevention. In case a problem arises, it will be tackled as soon as possible and at the lowest possible level. If partners cannot solve a conflict in a friendly manner, a conflict resolution session (online and physical if required) will be organised by the project coordinator. Possible solutions will be taken by the work package leader in which the conflict arises. Else the project coordinator will have to find a solution.

4 Documents and Publication Procedures

The following description is included to support a fair and transparent procedure for the submission of the deliverables. Make sure that for each deliverable rest of the partners are acknowledged explicitly.

4.1 Procedure for publication

Procedure for final deliverable submission:

1. The Table of Contents for a deliverable (report) should be shared with all the partners 4 weeks prior to the delivery due date
2. The draft version of the full content of the deliverable should be send to all partners 2 weeks prior to deadline for submission.
3. Reviewing partners and the Coordinator will have 1 week to react on the content of the deliverable and propose any changes-improvements they suggest.
4. In case of revision, authors have one week to revise the deliverable before submission.
5. Send the final copy of the deliverable to the coordinator for the project archive and website.

The Coordinator has the right to delay the delivery in special circumstances, including: i) some task-specific requirements for events/analyses that would contribute meaningful content/value to the final delivery (note that a draft of the deliverable without the missing content should be available the due date of the stated delivery), and ii) in case of lapses of Quality, in order to give the opportunity to the Leader of the activity to ameliorate the content up to the project standards, but such a delay should, in no case, exceed the duration of 2 weeks.

4.2 Document file naming

In order to have a consistent way of documentation and archiving, the project will use standardized file naming conventions.

<DATE>.<ACTIVITY>.<TITLE>_<VERSION>.<EXT>

where:

<DATE> Date (yyyy.mm.dd), e.g., 2023.04.03

<ACTIVITY> Activity number, e.g., ‘A.1.1’, ‘A.2.1’

<TITLE> Deliverables Title

<VERSION> Version identifier (optional), e.g., ‘v1.1’, ‘v3.2’, ’final’

<EXT> File name extension, e.g., docx

For example:

2023.05.11.A2.3.KeyFeaturesSustainabilityCompetence_final.docx

4.3 Project Communication Mechanisms

The project’s communication mechanisms consist of meetings, an e-mailing list, an online file system repository and one external project website. All partners will actively and timely inform the coordinator on changes of their coordinates, contact persons or changes in any other information needed for executing the project. The coordinator makes this information available for all partners. Contact details can be found in Appendix B.

4.3.1 Online file system repository

A logged and monitored, online repository – with restricted access – will be set up to facilitate the Project Management, with the agreement of all the partners. In this project “Dropbox” will be used as the internal project website for sharing documents, presentations, deliverables among others. To access the Internal Project website, the project manager invites the partners to the shared Dropbox. The internal project website is located at:

https://www.dropbox.com/home/FOOD_SHIFT_BOX

4.3.2 Mailing List

The communication across the project will be supported by a specific mailing list (bionut-foodshift-pathways@emaillist.ki.se) provided by the coordinating partner with responsibility to do changes, deletions, or additions to the mailing list. To prevent an avalanche of unsolicited messages, senders are obliged to target their messages carefully to the narrowest audience as reasonably possible.

4.3.3 Project Website

The public website holds a summary, an overview of dissemination activities, and links to the consortium and project management. Every partner will be able to read and write documents to the site. When a partner needs to upload or change something of the site, the administrator of the site (partner EA) will be contacted. The projects website is located at:

https://foodshift-pathways.eu/

4.3.4 Dissemination planning

Detailed information about the dissemination channels of the project can be found in the dedicated internal document entitled: Events Tracker FS Pathways.

Appendix A - Deliverable Template

Activity X.X; Deliverable Title

Project Title	FoodShift Pathways
Project number	2022-1-SE01-KA220-SCH-000089962
Starting Date	Month Year
Duration	X months

Project Title	FoodShift Pathways
Contract Number	KA220-SCH - Cooperation partnerships in school education
Work Package	WPX Work package title
Activity	X.X
Document Name	Title of the deliverable
Due Date	[DD/MM/YYYY]
Submission Date	[DD/MM/YYYY]
Dissemination Level	[ ] P – Public [ ] CO – Confidential
Lead Beneficiary	Partner organisation
Contributors	Contributor organisations
Author(s)	Authors (ORGANISATION)
Point of Contact	Person in contact
Reviewers	Reviewer (ORGANISATION)
Status	Draft/Final
Keywords	A few keywords

Executive Summary

Table of Contents

1 Heading

1.1 Sub-heading

1.1.1 Sub-sub-heading

Main text…

Appendix B – Project Contact Details

Organization	Name	Email
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